

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Police Captain

Revision Date: 6/08
EEO Category: Professional
Status: Exempt (Admin)
Control No: 36401

II. Summary Statement of Overall Purpose/Goal of Position:

Serves at the pleasure of and under the direction of the Police Chief, manages the Administrative activities at the Division level as well as performing other special assignments. Division assignments may be rotated based on department needs as determined by the Police Chief.

III. Essential Duties:

- Meet with staff and plan division and department activities.
- Administrate and supervise personnel matters.
- Perform short and long range personnel and administrative planning.
- Develop division and department policies and procedures.
- Solve division and department problems and other internal issues.
- Communicate verbally and in writing to administration, the public, other agencies and employees.
- Deal with the communities law enforcement concerns.
- Organize staff and administrative meetings.
- Meet with citizens about their concerns and questions.
- Act as Chief of Police during the absence of the Chief.
- Prepare and administer the division budget.
- Develop and implement staff training.

IV. Marginal Duties:

- Deal with both internal and external requests for information.
- Make department and public presentations.
- May oversee crime investigations.
- Perform other duties as assigned.

V. Qualifications:

Education: A Bachelors degree or equivalent credit hours in law enforcement or related discipline. May substitute four additional years of experience as a Police Lieutenant with the Sandy City Police Department for the education requirement

Experience: Nine years of experience as a sworn law enforcement officer with progressively increasing responsibilities including at least two of those years being administrative and supervisory experience as a Police Lieutenant with the Sandy City Police Department; the Police Chief may appoint any individual he/she believes fill the needs of the department, provided the individual meets the above requirements.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Principles of management, supervision, and planning; budgeting; professional presentation skills; research methods; police terminology and policies; municipal and state laws; City and department policies and procedures; internal and external problem solving techniques.

Responsibility for: Responsible for making decisions that affect the activities of others; great responsibility for the care, condition, and use of materials, equipment, money, and tools; planning, organizing, and delegating all Division assignments and responsibilities; scheduling of employee shifts; supervision, disciplining, and planning of Divisional personnel; applying the correct principles of community policing and community values.

Communication Skills: Ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; requires well developed sense of strategy and timing; frequent contact with people who are hostile and aggressive which requires much listening and problem solving; frequent outside contact with public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Regular use of a city vehicle and telephone; frequent use of copier, computer, and calculator; regular use of a printer and a firearm.

Analytical Ability: Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; apply general principles to specific conditions.

VI. Working Conditions:

Great mental effort is required daily; great pressure and fatigue are present in this position due to daily exposure to deadlines and other problem solving issues that arise daily; constant attendance is required; organize own work, virtual self-supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____